



Compliance Program Section (37)  
PO Box 94245 | Baton Rouge, LA 70804-9245  
ph: 225-379-1382 | fx: 225-379-1865

Bobby Jindal, Governor  
Sherri H. LeBas, P.E., Secretary

## MEMORANDUM TO CONTRACTORS

FROM: Stephanie Ducote, Compliance Programs Director

SUBJECT: Contractors Annual EEO Report  
Federal Form PR-1391, and  
Instructions for Electronic Submittal

DATE: May 11, 2015

The Federal Form PR-1391 (1391-Form), is to be submitted from Contractors performing work on Federal-Aid Highway Construction Contracts, by **Friday, August 14, 2015**. Attached are step-by-step instructions for completing the 1391-Form, and submitting the 1391-Form electronically to: [DOTDForm1391@la.gov](mailto:DOTDForm1391@la.gov). Contractors shall provide this information to the Subcontractors to complete a 1391-Form.

- Prime Contractors and Subcontractors are required to complete and submit a 1391-Form for each Federal-Aid Highway Construction Project, if work was performed during the last full pay period in July. If the month of July ends during the pay period, the last full pay period would be the week immediately preceding the last week in July. The 1391-Form to be completed is located on the LA DOTD's web page at "Business-Working with DOTD" → "DBE" → "Contract Compliance Unit." The 1391-Form is in an Excel Format (2007 or later).
- The workforce captured on the 1391-Form should be **all employees who performed work on the project during the last full pay-period in the month of July, and only within the State of Louisiana**. This includes all employees who are in the field, office, supervisors, managers etc., performing work on the project.
- The 1391-Form has been formatted to enable Contractors and Subcontractors to enter **information in the light blue fields only**. The other colored fields on the 1391-Form have been locked to prevent entering information into them. The formatted 1391-Form will automatically calculate the information entered into the light blue fields, and populate the other colored fields with totals for each line and column.

### **Please Note the following:**

- A 1391-Form **does not** need to be submitted, if the contract amount is less than \$10,000.
- A 1391-Form **does not** need to be submitted, if no work was performed during the reporting period described above.

Contractor's Notice  
May 11, 2015  
Page 2 of 2

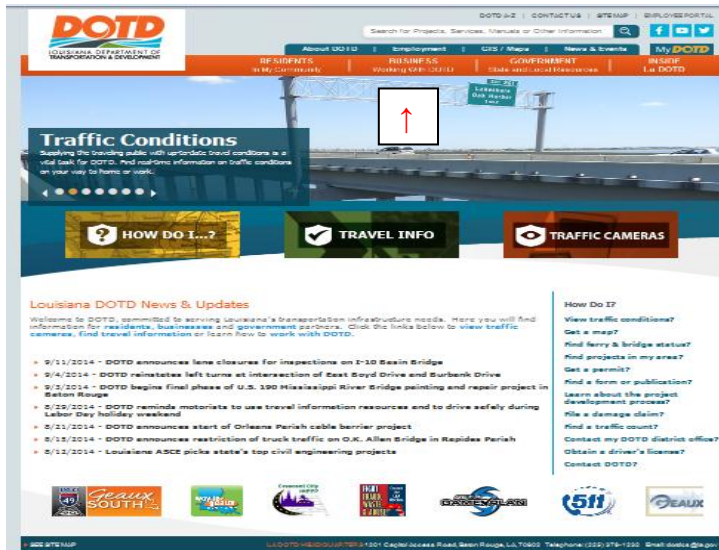
**Should you have questions or need assistance, contact Mrs. Juanita Linton, Contractor Compliance Program Manager, at (225) 379-1361.**

Attachment

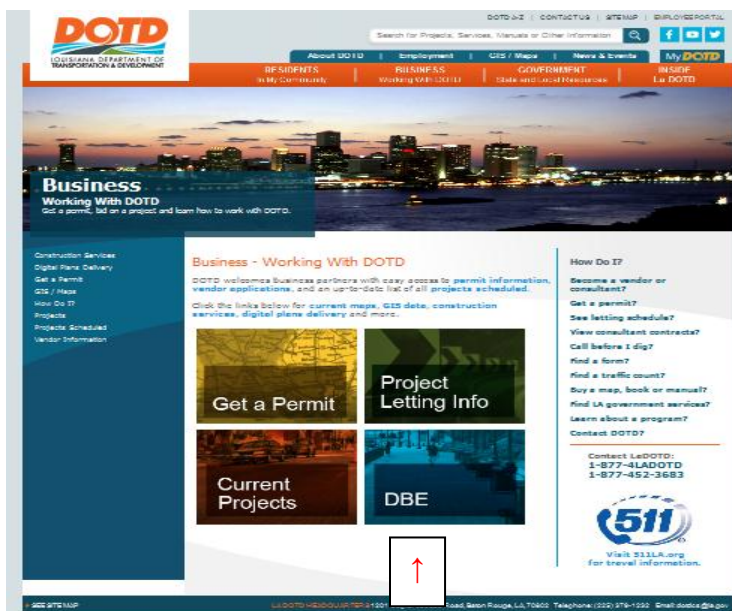
Cc: Mr. Mike Vosburg, Chief, Construction  
Mr. Mark St. Cyr, Audit Director 3  
Mr. Ken Naquin, Associated General Contractors  
Mr. Charles Harkless, Federal Highway Administration

## INSTRUCTIONS ON HOW TO DOWNLOAD THE CURRENT 1391-FORM:

The Federal Aid Highway Construction Contractors Annual EEO Report, Federal Form PR-1391 (1391-Form), is located on the Department's Website at [www.dotd.la.gov](http://www.dotd.la.gov). Select – Business Working with DOTD → DBE → Contract Compliance Unit → FHWA 1391 Form:



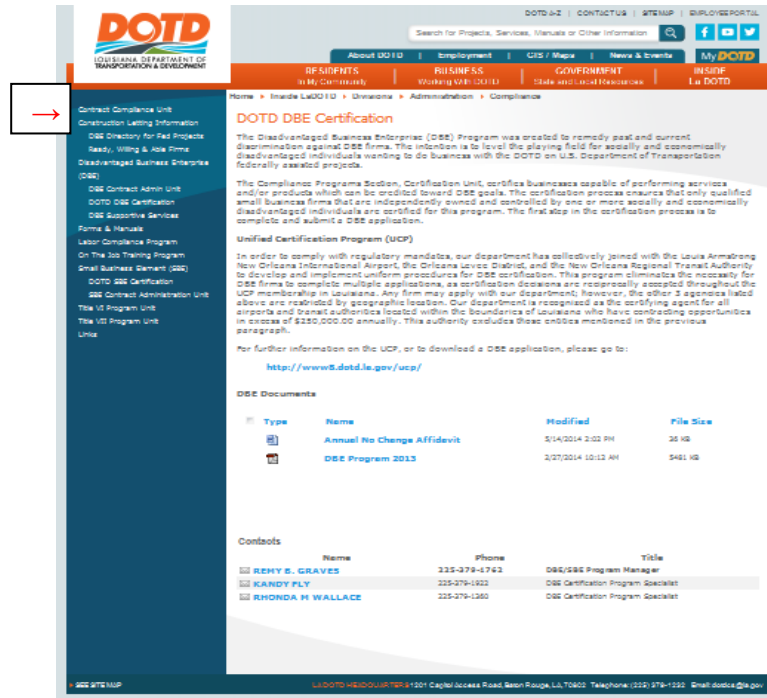
Select: Business  
Working with DOTD



Select: DBE

## 1391-Form Download Instructions, Cont.

Select: Contract Compliance Unit



The screenshot shows the DOTD website with the 'Contract Compliance Unit' page selected. The left sidebar contains a list of links, with 'Contract Compliance Unit' highlighted. The main content area displays information about the DOTD DBE Certification program, including a description of the program, a list of documents, and contact information for the unit.

**Contract Compliance Unit**

Construction Letting Information  
DBE Directory for Fed Projects  
Ready, Willing & Able Firms  
Disadvantaged Business Enterprise (DBE)  
DBE Contract Admin Unit  
DOTD DBE Certification  
DBE Supportive Services  
Forms & Manuals  
Labor Compliance Program  
On The Job Training Program  
Small Business Element (SBE)  
DOTD SBE Certification  
SBE Contract Administration Unit  
Title VI Program Unit  
Title VI Program Unit  
Unit

**DOTD DBE Certification**

The Disadvantaged Business Enterprise (DBE) Program was created to remedy past and current discrimination against DBE firms. The intention is to level the playing field for socially and economically disadvantaged individuals wanting to do business with the DOTD on U.S. Department of Transportation federally assisted projects.

The Compliance Programs Section, Certification Unit, certifies businesses capable of performing services and/or products which can be credited toward DBE goals. The certification process ensures that only qualified small business firms that are independently owned and controlled by one or more socially and economically disadvantaged individuals are certified for this program. The first step in the certification process is to complete and submit a DBE application.

**Unified Certification Program (UCP)**

In order to comply with regulatory mandates, our department has collectively joined with the Louis Armstrong New Orleans International Airport, the Orleans Levee District, and the New Orleans Regional Transit Authority to develop and implement uniform procedures for DBE certification. This program eliminates the necessity for DBE firms to complete multiple applications, as certification decisions are retrospectively accepted throughout the UCP membership in Louisiana. Any firm may apply with our department. However, the other 3 agencies listed above are restricted by geographic location. Our department is recognized as the certifying agent for all airports and transit authorities located within the boundaries of Louisiana who have contracting opportunities in excess of \$250,000.00 annually. This authority excludes those entities mentioned in the previous paragraph.

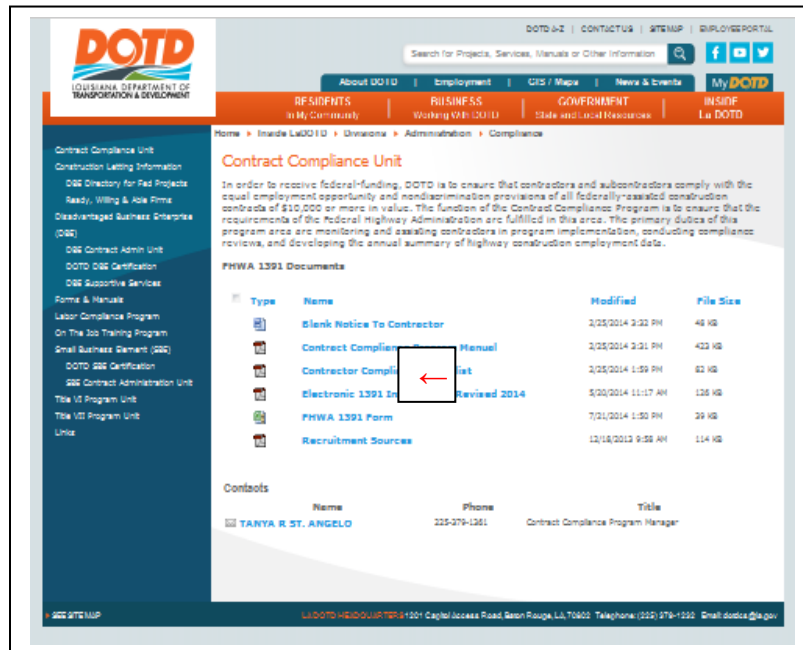
For further information on the UCP, or to download a DBE application, please go to:  
<http://www6.dotd.la.gov/ucp/>

**DBE Documents**

Type	Name	Modified	File Size
PDF	Annual No Change Affidavit	5/14/2014 2:02 PM	36 KB
PDF	DBE Program 2013	3/27/2014 10:12 AM	5461 KB

**Contacts**

Name	Phone	Title
RYAN B. GRAVES	225-379-1762	DBE/DBE Program Manager
KANDY FLY	225-279-1922	DBE Certification Program Specialist
RHONDA H. WALLACE	225-279-1360	DBE Certification Program Specialist



The screenshot shows the DOTD website with the 'Contract Compliance Unit' page selected. The left sidebar contains a list of links, with 'Contract Compliance Unit' highlighted. The main content area displays information about the FHWA 1391-Form, including a description of the form, a list of documents, and contact information for the unit.

**Contract Compliance Unit**

In order to receive federal funding, DOTD is to ensure that contractors and subcontractors comply with the equal employment opportunity and nondiscrimination provisions of all federally-assisted construction contracts of \$10,000 or more in value. The function of the Contract Compliance Program is to ensure that the requirements of the Federal Highway Administration are fulfilled in this area. The primary duties of this program are: monitoring and assisting contractors in program implementation, conducting compliance reviews, and developing the annual summary of highway construction employment data.

**FHWA 1391 Documents**

Type	Name	Modified	File Size
PDF	Blank Notice To Contractor	2/25/2014 2:32 PM	48 KB
PDF	Contract Compliance Manual	2/25/2014 3:31 PM	423 KB
PDF	Contractor Compliance List	2/25/2014 1:59 PM	82 KB
PDF	Electronic 1391 Form	5/20/2014 11:17 AM	126 KB
PDF	FHWA 1391 Form	7/21/2014 1:50 PM	29 KB
PDF	Recruitment Sources	12/18/2013 9:55 AM	114 KB

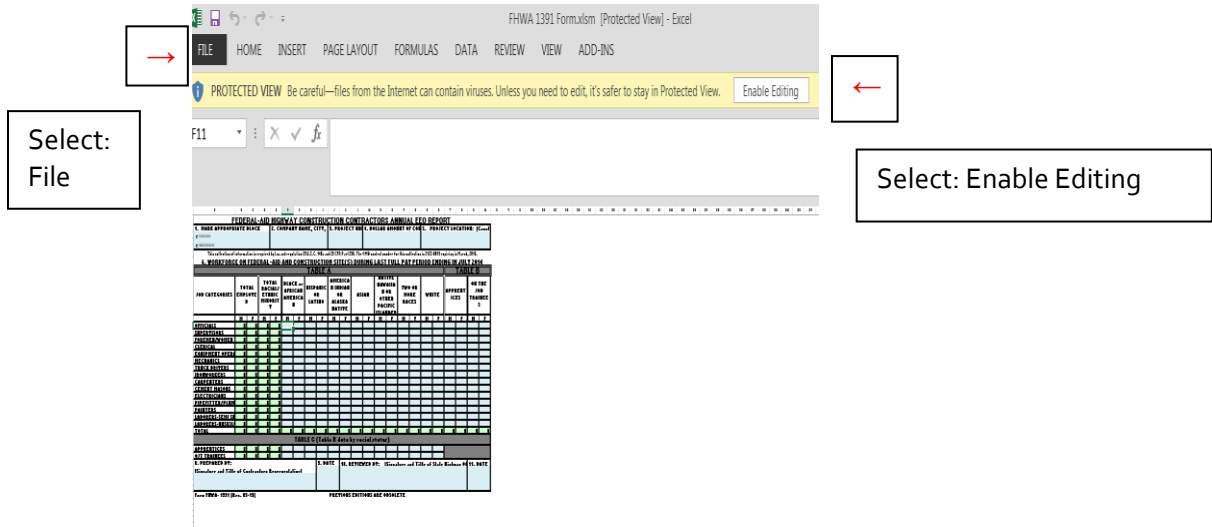
**Contacts**

Name	Phone	Title
TANYA R. ST. ANGELO	225-279-1361	Contract Compliance Program Manager

Select: FHWA 1391-Form

## 1391-Form Download Instructions, Cont.

Note: The 1391-Form cannot be completed on the website, you must first select the Enable Editing button in the yellow highlighted area → select file in the top left corner → select save as → then save the file to your computer.



Note: Only use the 1391-Form from the Department's Website annually. This version of the 1391-Form is the most current, and has been formatted for the current year.

## INSTRUCTIONS ON HOW TO COMPLETE THE 1391-FORM:

Once the 1391-Form has been downloaded and saved to your computer and you are ready to complete, follow the steps below for each numbered box located in the light blue area on the form.

Box 1 – Select Contractor or Subcontractor

Box 2 – Provide the company's name and address.

Box 3 – Enter the **State Project Number** only for the project.

Box 4 – Enter the total dollar value of the federal-aid contract **or** subcontract.

Box 5 – Enter Parish the project is located in. If the project is located in more than one Parish, put the first Parish listed on the contract.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MAKE APPROPRIATE BLOCK		2. COMPANY NAME, CITY, STATE, ZIP		3. PROJECT UNIT		4. DOLLAR AMOUNT OF COMS.		5. PROJECT LOCATION: (County)															
<input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		1		2		3		4		5													
This collection of information is required by law and regulation 29 U.S.C. 148a and 29 CFR Part 238. The OMB control number for this collection is 2425-0043 expiring in March, 2016.																							
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2014																							
TABLE A															TABLE B								
JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL RACIAL/ETHNIC MINORITY		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS																							
SUPERVISORS																							
FOREMEN/WOMEN																							
CLERICAL																							
EQUIPMENT OPER.																							
MECHANICS																							
TRUCK DRIVERS																							
IRONWORKERS																							
CARPENTERS																							
CEMENT MASONS																							
ELECTRICIANS																							
PIPEFITTER/PLUM																							
PAINTERS																							
LABORERS-SKILL																							
LABORERS-UNSKILL																							
TOTAL																							
TABLE C (Table B data by racial/ethnic status)																							
APPRENTICES																							
ON THE JOB TRAINEES																							
8. PREPARED BY: (Signature and Title of Contractor Representative)										9. DATE		10. REVIEWED BY: (Signature and Title of State Highway Dept)										11. DATE	

Form FHWA-1391 (Rev. 03-13) PREVIOUS EDITIONS ARE OBSOLETE

Box 6 – The current reporting year will be provided for you.

## Instructions on How to Complete the 1391-Form, Cont.

### Box 7 – Employment Workforce:

**Table A:** Enter employment workforce for each job category, be sure to indicate female and minority employees by racial status. **Note:** data can only be entered in the light blue fields. The data will automatically calculate in the light green areas of the form.

Example: 3 equipment operators and 1 carpenter. 2 equipment operators are male (1 American Indian and 1 Black or African American), 1 is female (Asian). Locate the row for equipment operators in box 7 of the form, in the light blue area enter 1 for male in the column under Black or African American, enter 1 for male in the column under American Indian, and enter 1 for female in the column under Asian. Locate the row for carpenters and in the light blue area enter 1 for male in the white column. Notice in the light green area of the form you will now see 3 for males and 1 for female under the Total Employed column. Under the Total Racial/Ethnic Minority column you will now see 2 for males and 1 for female. The information entered automatically calculates in the light green areas of the form.

### Table B: Apprentices and On-the-Job (OJT) Trainees:

If Apprentices and/or OJT Trainees are reported, the only information entered here is the number of males and/or females in the row the training is being performed. Note: The information entered in this area will not be calculated in the light green area for Total Employed.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLOCK				2. COMPANY NAME, CITY, STATE				3. PROJECT NO.				4. DOLLAR AMOUNT OF COMS.				5. PROJECT LOCATION: (County)							
<input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor																							
This collection of information is required by law and regulation 29 U.S.C. 1402 and 29 CFR Part 250. The OMB control number for this collection is 2425-0045 expiring in March, 2016.																							
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2014																							
JOB CATEGORIES		TOTAL EMPLOYEES		TOTAL RACIAL/ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC or LATINO		AMERICAN INDIAN or ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		TWO or MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS																							
SUPERVISORS																							
FOREMEN/WOMEN																							
CLERICAL																							
EQUIPMENT OPERATORS																							
MECHANICS																							
TRUCK DRIVERS																							
IRONWORKERS																							
CARPENTERS																							
CEMENT MASONS																							
ELECTRICIANS																							
PIPEFITTER/PLUMBERS																							
PAINTERS																							
LABORERS-SKILLED																							
LABORERS-UNSKILLED																							
TOTAL																							
TABLE C (Table B data by racial status)																							
APPRENTICES																							
OJT TRAINEES																							
7. PREPARED BY: (Signature and Title of Contractor Representative)										8. DATE				9. REVIEWED BY: (Signature and Title of State Highway #11)						10. DATE			

## Instructions on How to Complete the 1391-Form, Cont.

### Box 7 – Employment Workforce:

**Table C:** Enter the number of Apprentices and/or On the Job Trainees under the corresponding column for racial status for males and females.



Example: Under Table B, two males Latino OJT's were entered in the corresponding row for cement masons, under Table C, you would enter the number two under the corresponding column for their racial status. The information entered will automatically populate in the light green area of the form under Table 7C

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
1. MAKE APPROPRIATE BLOCK		2. COMPANY NAME, CITY,		3. PROJECT NO.		4. DOLLAR AMOUNT OF COM'S.		5. PROJECT LOCATION: (County)														
a. Contractor																						
b. Subcontractor																						
This collection of information is required by law and regulation 29 U.S.C. 140a and 29 CFR Part 250. The OMB control number for this collection is 2425-0043 expiring in March, 2016.																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2014																						
TABLE A																TABLE B						
JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL RACIAL/ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC or LATINO		AMERICAN INDIAN or ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS																						
SUPERVISORS																						
FOREMEN/FOREWOMEN																						
CLERICAL																						
EQUIPMENT OPERATORS																						
MECHANICS																						
TRUCK DRIVERS																						
IRONWORKERS																						
CARPENTERS																						
CEMENT MASONS																						
ELECTRICIANS																						
PIPEFITTER/PLUMBERS																						
PAINTERS																						
LABORERS-SKILLED																						
LABORERS-UNSKILLED																						
TOTAL																						
7C TABLE C (Table B data by racial status)																						
APPRENTICES																						
OJT TRAINEES																						
8. PREPARED BY: (Signature and Title of Contractor Representative)										9. DATE		10. REVIEWED BY: (Signature and Title of State Highway Official)						11. DATE				
8										9		10						11				

Form FHWA-1391 (Rev. 03-13) PREVIOUS EDITIONS ARE OBSOLETE

Box 8 – Prepared By:

Type in the name of the person completing the 1391-Form. This is accepted electronically.

Box 9 – Date:

Enter the date the 1391-Form was completed.

Box 10 and Box 11 – Reviewed By and Date:

Leave Blank.

Once the 1391-Form is completed, save and name the file.

Example: XYZ Company Inc H.000139. The completed 1391-Form is now saved in the Excel Format as down loaded from the Department's Website and ready to be submitted.

Submit the completed electronic form file **by August 14, 2015**, to:

[DOTDForm1391@la.gov](mailto:DOTDForm1391@la.gov)